

Defined Benefit: Benefit Statement System Introductory Guide Plan Administrator/Group Manager

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The purpose of this Introductory Guide is to help a BLAZE SSI Web-based Application System Plan Administrator/Group Manager become familiar with the Defined Benefit: Benefit Statement System. After reviewing this guide the Plan Administrator/Group Manager should be able to:

- Upload Benefit Statement Data File
- Create New Plan Sponsor
- Edit Plan Sponsor information
- Create New Plan
- Edit Benefit Statement Options
- Assist the Plan Sponsor with the introduction of the online Statements to the Participants

NOTE: As a BLAZE SSI Web-based Application System Group Manager, it is assumed that you are familiar with the procedures for signing on to BLAZE SSI Web-based Applications and with the functions, such as adding and managing members, that are explained in the Sign In Maintenance Guide. This Guide is available on the BLAZE SSI web page: www.blazessi.com/Guides/guides.htm.

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1. What is the Defined Benefit: Benefit Statement System?

The DB: Benefit Statement System is a web-based system that supports a plan participant's access to his/her plan benefit statement on line. The participant may view, save and (if a printer is available) print the statement.

The plan benefit statement can be illustrated as a HTML document or Adobe Acrobat PDF document. If PDF is selected, the participant will need the free Adobe Reader software to view the statement. If HTML is selected, no additional software is required.

Before the statements may be viewed by the plan participant, the Plan Administrator/Group Manager must create a file for the Plan Sponsor on the BLAZE SSI secure website and upload the appropriate data. The Plan Sponsor is then given sign in information so they can review the Benefit Statements and inform the participants that the Statements are available.

Download guides for Plan Sponsors and the Participants at www.blazessi.com/Guides/guides.htm.

The workflow for the system is as follows:

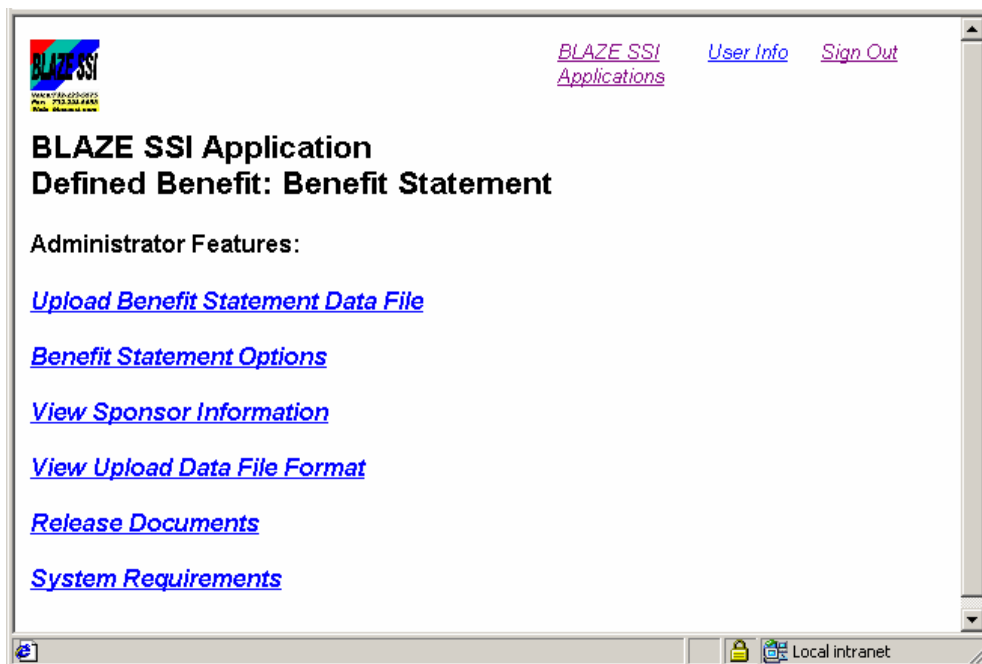
- Perform the plan valuation
- Use the available EBPII AUDIT/Export utility (format 42 681) to create a file of participant information for the plan
- Upload participant information
 - Create Plan Sponsor (if not already created)
 - Create Plan (if not already created)
 - Browse for file and upload
- Select Benefit Statement options
- Provide plan sponsors with sign in information

2. How is the DB: Benefit Statement System accessed by the Plan Administrator?

To access the DB: Benefit Statement System, you must first sign in. Refer to the Sign In Procedures and Related Features document for details. After you have signed in, the BLAZE SSI Applications page will appear:



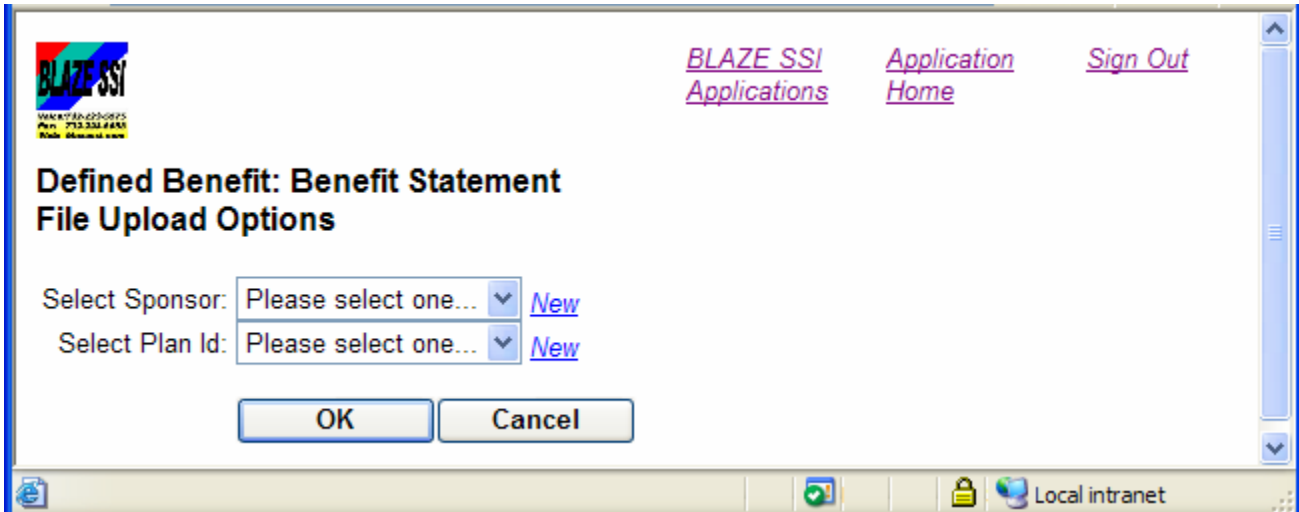
Click on the **Sys#68 DB: Benefit Statement** and the following page will appear:



3. Upload Benefit Statement Data File

3.1 Click on the *Upload Benefit Statement Data File* link from the home page.

The following page appears:



The File Upload Options page includes options to select the plan sponsor and the plan Id associated with the data to be uploaded.


Use the drop down box to select the Sponsor and the Plan Id associated with the file to be uploaded. If the Sponsor or the Plan Id is not in the list new ones must be added.

If the Plan Sponsor exists and there is an uploaded file from a prior year, the new upload will overlay the prior file. It is not necessary to delete the data from the prior year.

3.2 Create a New Sponsor (if necessary)

If the file to be uploaded is associated with a Plan Sponsor that is not in the list, the information for that Plan Sponsor must be added. To add a new plan sponsor, click on 'New' next to the Select Sponsor dropdown box. You can select a new sponsor from the 'New Sponsor' dropdown list and then enter the sponsor name in the 'Sponsor' field; or select 'Add new sponsor below...' from the 'New Sponsor' dropdown list and then enter the 'User Name' (which will function as the 'Sign in Name') and 'Sponsor' (which is a descriptor for the Sponsor). You must enter a Password and transmit this Password to the Plan Sponsor. The password is case-sensitive. Click on 'Submit' to add the plan sponsor information.

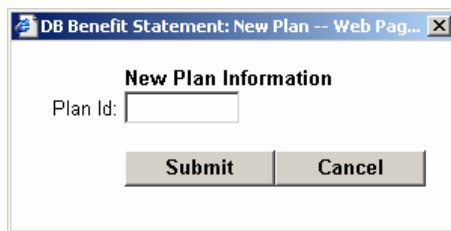
Plan Sponsors are members of your Group. Note that the 'New Sponsor' dropdown list will include all of your group members who have not been added as a sponsor in DB: Benefit Statement.



Once the plan sponsor information is added, the plan sponsor will be able to sign in to the DB: Benefit Statement using your 'Manage Group Id' as the 'Group Id', 'User Name' as the 'Sign In Name' and the password you assigned as the 'Password'. The plan sponsor will be given appropriate permissions by the system. The Manage Group Id is illustrated on the Home > View Sponsor Information page for easy reference, or review the Sign In Maintenance Guide for more information about your Manage Group Id and about setting permissions.

3.3 Create a New Plan (if necessary)

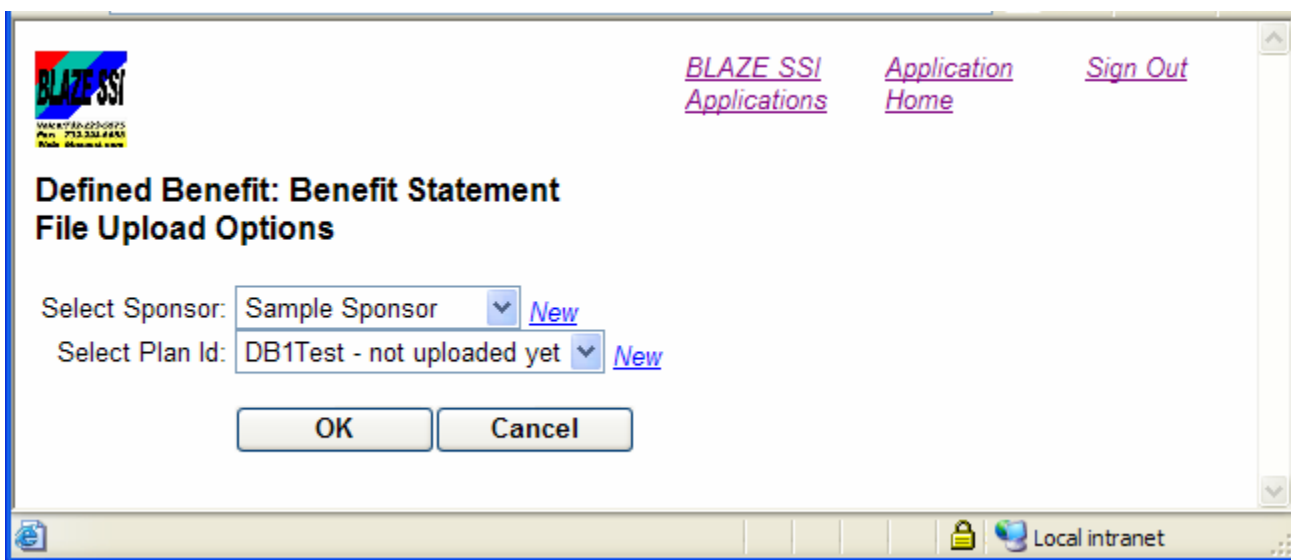
To add a new plan, you must select a sponsor from the Sponsor dropdown box first. Then click on 'New' next to the Plan Id dropdown box. Enter the new Plan Id and then click 'Submit' to add the new plan. The system will accommodate more than one plan for a Sponsor.



The screenshot shows a dialog box titled "DB Benefit Statement: New Plan -- Web Pag...". Inside the dialog, there is a section titled "New Plan Information" with a text input field labeled "Plan Id:". Below the input field are two buttons: "Submit" and "Cancel".

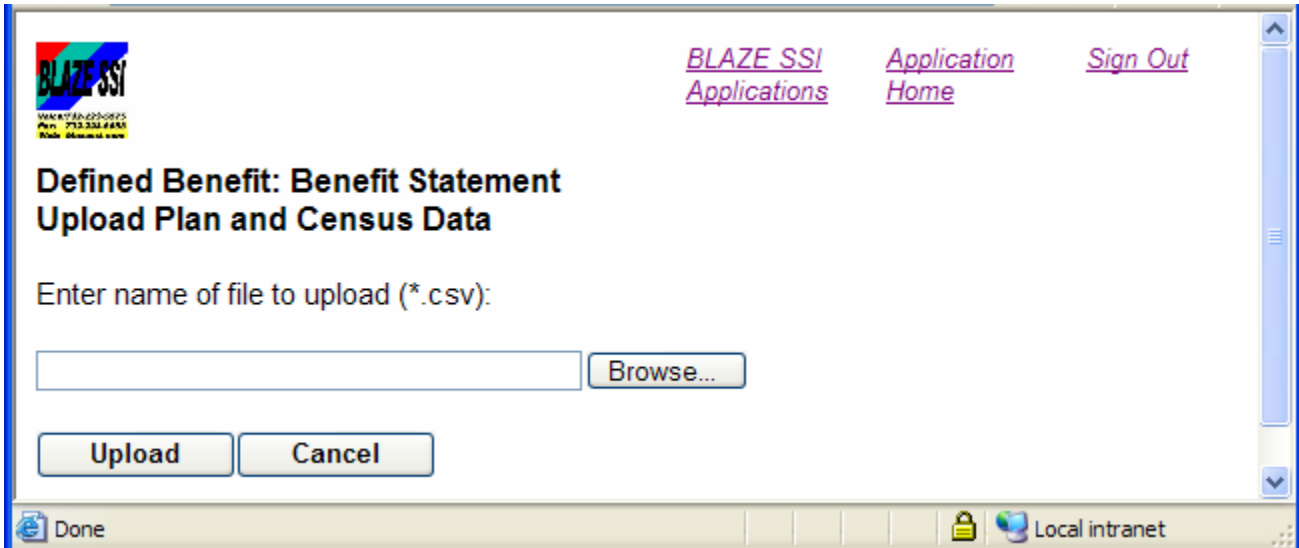
3.4 Begin Upload

Once you have selected the desired Sponsor and Plan Id from the dropdown boxes, a message will appear if the file has not yet been uploaded.

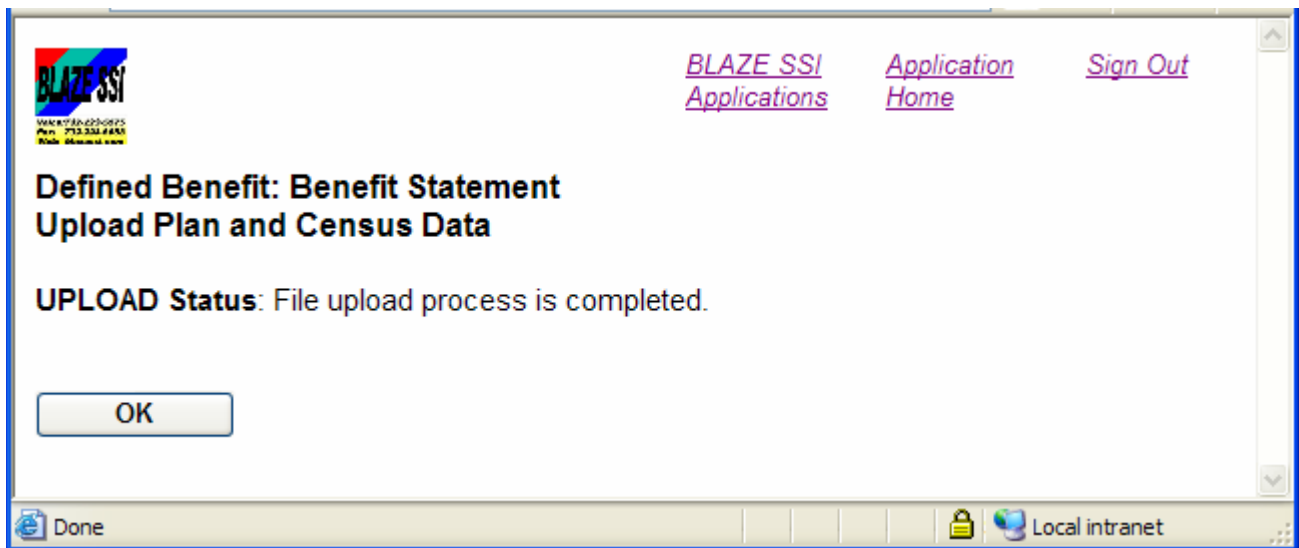


The screenshot displays a web application window with a blue border. In the top left corner is the BLAZE SSI logo. In the top right corner are links for "BLAZE SSI Applications", "Application Home", and "Sign Out". The main heading is "Defined Benefit: Benefit Statement File Upload Options". Below this, there are two dropdown menus: "Select Sponsor:" with "Sample Sponsor" selected and a "New" link; and "Select Plan Id:" with "DB1Test - not uploaded yet" selected and a "New" link. At the bottom of the form are "OK" and "Cancel" buttons. The Windows taskbar at the bottom shows "Local intranet".

Click 'OK' and the Upload Plan and Census Data page will appear:



Enter the name of the file (including full path and the .csv file extension) to be uploaded or use the 'Browse' button to locate the upload file and then click on 'Upload' to perform the file upload. You will get the 'File upload process completed' message when the upload process is completed.



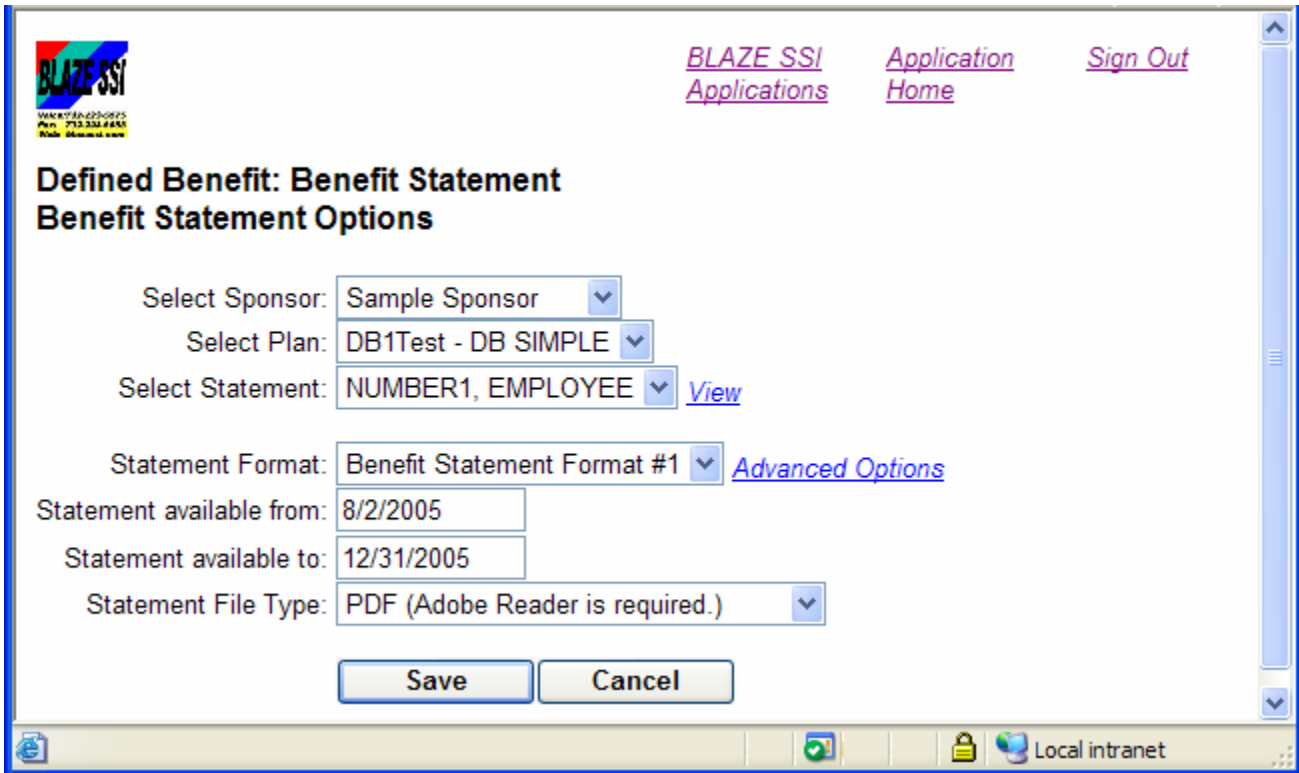
For the upload file format, refer to **Section 7. View Upload Data File Format.**

At the completion of the upload process the system assigns user names and passwords to each participant. See **Section 6. Introduce Online Statements to the Participants** for more information.

4. Benefit Statement Options

Click on the ***Benefit Statement Options*** link from the DB: Benefit Statement System home page. The Benefit Statement Options page allows you to view the participant benefit statements, select and customize the benefit statement format, select the file display type, and set the dates that the benefit statements will be available to the participants ('from' and 'to' dates).

Select the desired sponsor and plan from the Select Sponsor and Select Plan dropdown boxes. The benefit statement options for the selected plan will be displayed.



The screenshot shows a web browser window displaying the 'Defined Benefit: Benefit Statement Options' page. The page has a header with the BLAZE SSI logo on the left and navigation links for 'BLAZE SSI Applications', 'Application Home', and 'Sign Out' on the right. The main content area contains several form fields and buttons:

- Select Sponsor:** A dropdown menu with 'Sample Sponsor' selected.
- Select Plan:** A dropdown menu with 'DB1Test - DB SIMPLE' selected.
- Select Statement:** A dropdown menu with 'NUMBER1, EMPLOYEE' selected, followed by a 'View' link.
- Statement Format:** A dropdown menu with 'Benefit Statement Format #1' selected, followed by an 'Advanced Options' link.
- Statement available from:** A text input field containing '8/2/2005'.
- Statement available to:** A text input field containing '12/31/2005'.
- Statement File Type:** A dropdown menu with 'PDF (Adobe Reader is required.)' selected.

At the bottom of the form are two buttons: 'Save' and 'Cancel'. The browser's taskbar at the bottom shows the 'Local intranet' address bar.

Enter the desired 'Statement available from' and 'Statement available to' dates. Participants can only access their benefit statements between these two dates.

Select the desired statement file type. Currently the options are HTML and PDF. The HTML file type does not require any special viewer for the benefit statement. The PDF file type requires the (free) Adobe Acrobat Reader 5.0 or above.

You can view the benefit statement for a specific participant by selecting the participant name from the Select Statement dropdown box and then click the **View** link. The benefit statement will be shown based on the current selections. Use the **'Back'** button to return to the prior page. Closing the browser will terminate your online session.

The screenshot shows a web browser window with a toolbar at the top containing icons for Save a Copy, Print, Email, Search, Review & Comment, and Sign. Below the toolbar is a navigation bar with a hand icon, a 'Select Text' dropdown, a magnifying glass, a document icon, a zoom level of 61%, and other navigation icons. On the left side of the browser, there is a vertical sidebar with buttons for Bookmarks, Signatures, Layers, Pages, and Comments. The main content area displays the following text:

Sample Sponsor
DB SIMPLE
Valuation As Of 01/01/2002

Participant Benefit Statement For: EMPLOYEE NUMBER 1

Social Security Number: 000-00-0001

As of the valuation date, you are entitled to the following benefits:

If your compensation does not change prior to retirement, your benefit, to commence on your Normal Retirement Date of 01/01/2015 would be a monthly payment of \$3,000.00.

As of the valuation date, your Accrued Benefit, commencing on your retirement date of 01/01/2015, would be a monthly payment of \$1,500.00 .

If you were to terminate your employment on the valuation date, your Vested Accrued Benefit, commencing at your Normal Retirement Date of 01/01/2015 would be a monthly payment of \$1,500.00.

Should you die prior to retirement or termination of employment, your beneficiary would receive a payment of \$300,000.

The monthly benefits illustrated above are payable as follows:

The benefit is payable for the remainder of your life.

The entire cost of the plan is supported by the plan sponsor.

The benefits illustrated above are estimates and depend upon the continuation of the plan in its present form.

VERSION: 01/16/2003 (Mod#: 0) BLAZESSI: 07/27/2005 (Mod#: 7253) (8/3/2005 16:14) Page: 1

The browser status bar at the bottom shows 'Done', a lock icon, and 'Local intranet'. The page navigation bar at the bottom indicates '1 of 1' page.

You can change the benefit statement format by selecting from the Statement Format dropdown box. If you want to customize the selected statement format then click the **Advanced Options** link. After making your selections, click the 'Save' button at the bottom of the screen.

The screenshot shows a dialog box titled "Benefit Statement Format #1 -- Web Page Dialog". Inside, the "Advanced Options" section contains the following items:

- 1. Include SSN: Yes
- 2. Include Employee #: No
- 3. Include Census Verification Block: No
- 4. Include QPSA Caveat: No
- 5. Indicate First Date of Vesting for Non-vested: No
- 6. Include ERISA/REA J&S Benefit Caveat: No
- 7. Illustrate Anticipated Early Retirement Date: Active Only
- 8. Footnote text #1: [Empty text area]
- 9. Footnote text #2: [Empty text area with tooltip "Footnote text #2 (up to 1024 characters)"]
- 10. Footnote text #3: [Empty text area]
- 11. Footnote text #4: [Empty text area]

At the bottom of the dialog are three buttons: "Save", "Cancel", and "Help".

5. View Sponsor Information

Click on the ***View Sponsor Information*** link from the DB: Benefit Statement System home page. The View Sponsor Information page allows you to view the sponsor information as well as their basic plan information.

Select the desired sponsor from the Select Sponsor dropdown box and the basic sponsor and plan information will be illustrated.

BLAZE SSI
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[BLAZE SSI Applications](#) [Application Home](#) [Sign Out](#)

Defined Benefit: Benefit Statement

View Sponsor Information

Select Sponsor:

Manage Group Id: 159
Manage Group Name: Sample User Name Group

Plan Information:

Plan Id	Plan Description	EE Count	Statement Available	Upload Date
DB1Test	DB SIMPLE	1	8/2/2005 - 12/31/2005	8/3/2005 3:34:21 PM

Done Local intranet

Note that the sponsor's 'Manage Group Id' is shown here. The sign in 'Group Id' for all participants is the 'Manage Group Id' of the associated sponsor.

If you wish to change the sponsor information, click on 'Edit'. Be sure to click on 'Save' if any changes were made on the Edit Sponsor Information page.

6. Introduce Online Statements to the Participants

Participants who wish to view their benefit statement must 'sign in' to the blazessi.net website.

The System assigns certain values to the participant's sign in fields:

The sign in '**Group Id**' for all participants is the 'Manage Group Id' of the associated sponsor. The sponsor 'Manage Group Id' is shown on the View Sponsor Information page, which is documented in **Section 5. View Sponsor Information**.

The '**Sign In Name**' is the uploaded participant's first name and last name with a space in between. It is restricted to an alphanumeric (including blanks) of up to 30 characters. For example, the Sign In Name will be 'Carol A Jones' if the uploaded first name is 'Carol A.' and last name is 'Jones'. This field is not case sensitive.

The sign in '**Password**' is the last four digits of the participant's social security number (or employee number if that is the number stored for that employee in the social security number field). This field is case sensitive.

Participants may change their sign in name and password via the *User Info* link. For added security, it is recommended that the participant change their password the first time they access the system.

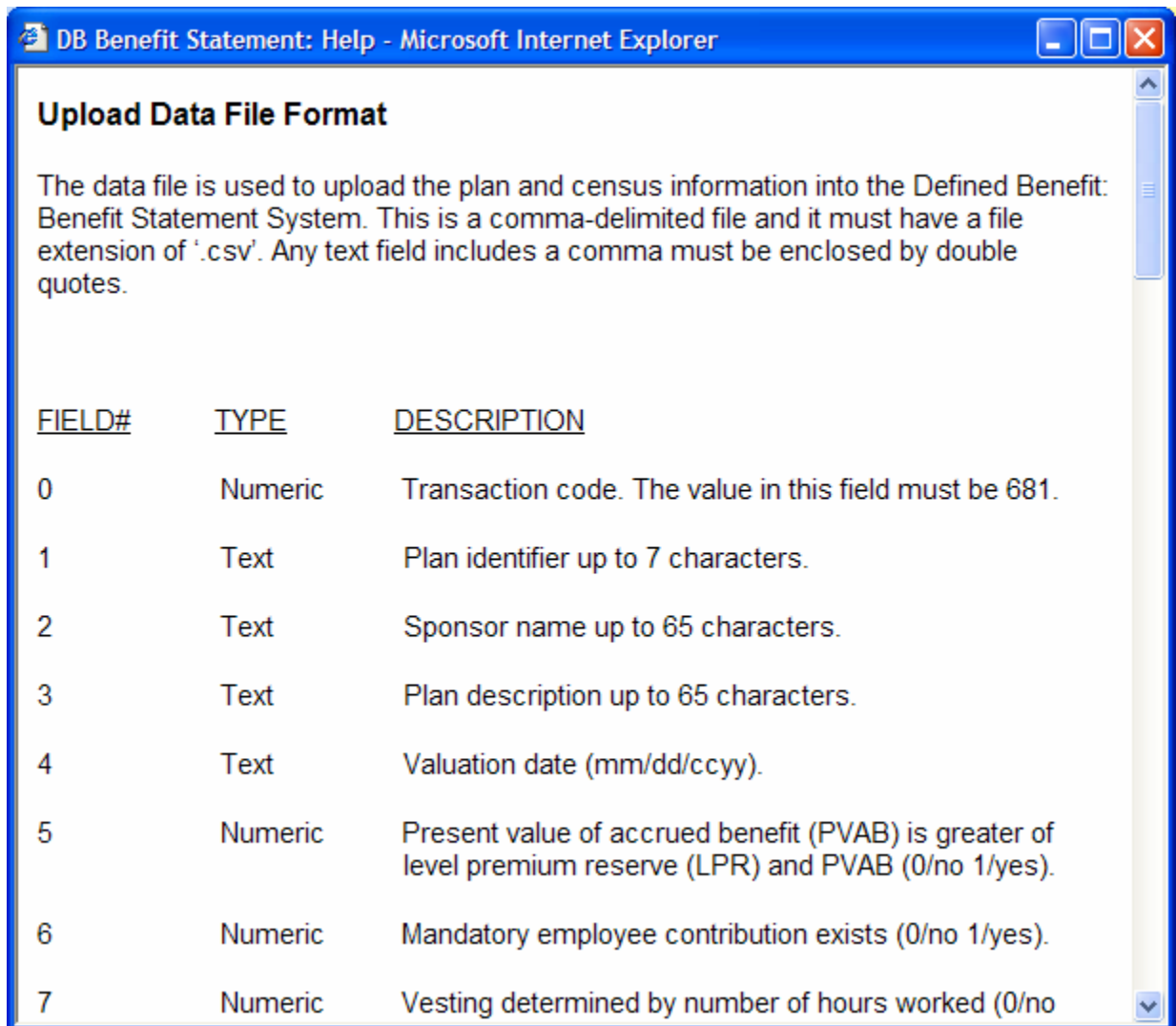
If a participant forgets their password, the Plan Sponsor may view and/or change the participant's password via the Sign In Maintenance on the BLAZE SSI Applications Home Page.

Note that a Plan Administrator or a Plan Sponsor may link the BLAZE SSI sign in page to their website and may add a 'brand' logo. Contact the BLAZE SSI Helpline for information.

Guides are available for the Plan Sponsor and the Plan Participant.

7. View Upload Data File Format

Click on the **View Upload Data File Format** link from the DB: Benefit Statement System home page and the Upload Data File Format help will be displayed in a separate window. Use Copy/Paste into Notepad or a word processing system to print this documentation to hard copy if desired. After viewing this help, close the window.



Upload Data File Format

The data file is used to upload the plan and census information into the Defined Benefit: Benefit Statement System. This is a comma-delimited file and it must have a file extension of '.csv'. Any text field includes a comma must be enclosed by double quotes.

<u>FIELD#</u>	<u>TYPE</u>	<u>DESCRIPTION</u>
0	Numeric	Transaction code. The value in this field must be 681.
1	Text	Plan identifier up to 7 characters.
2	Text	Sponsor name up to 65 characters.
3	Text	Plan description up to 65 characters.
4	Text	Valuation date (mm/dd/ccyy).
5	Numeric	Present value of accrued benefit (PVAB) is greater of level premium reserve (LPR) and PVAB (0/no 1/yes).
6	Numeric	Mandatory employee contribution exists (0/no 1/yes).
7	Numeric	Vesting determined by number of hours worked (0/no

8. General links

These links appear on some or all of the system's pages:

BLAZE SSI Applications

Click this link to go to the BLAZE SSI Applications page where you can access other BLAZE SSI web-based applications.

User Info

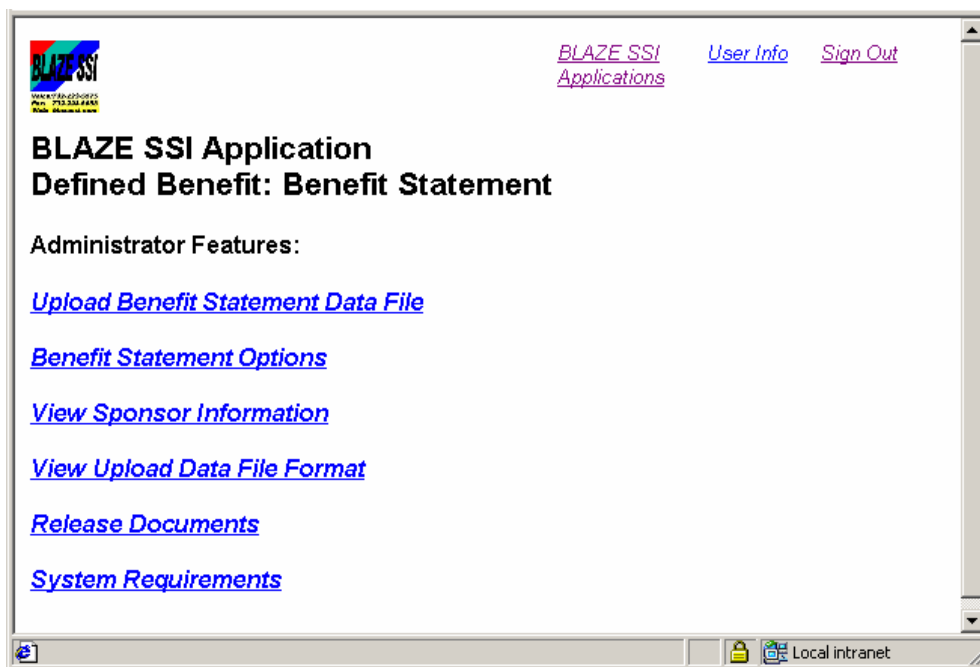
Click this link to go to the Sign In Information page where you can view or change your sign in information such as Sign In Name and Password. Please refer to the Sign In Procedures and Related Features document for details.

Sign Out

Click this link to start the BLAZE SSI web-based applications sign out process. When this process is completed you will be sent to the Sign Out page which will confirm that you have signed out successfully.

Application Home

Click this link to go to the DB: Benefit Statement System Home page. This is the Home page:



9. Release Documents

Click on the ***Release Documents*** link from the DB: Benefit Statement System home page to select a specific DB: Benefit Statement System release document to review.

10. System Requirements

Click on the ***System Requirements*** link from the DB: Benefit Statement System home page to view the current DB: Benefit Statement System requirements.